



Head of Chief Executive's Office

Closing Date: Wednesday 5 February at Midday

Expected Interview Date: 21/02/2025

Recruitment Reference:

HES/24/015

Starting Salary:

£57,805 pro rata per annum

Salary Range:

£57,805 - £67,546 pro rata per annum

Pay Band:

Band F

Location:

Longmore House, Edinburgh with hybrid working

Line Manager:

Katerina Brown, Chief Executive Officer

Contract Type:

Permanent

Working Hours:

35 hours per week

Thank you for your interest in the post of Head of Chief Executive's Office (CEO) with Historic Environment Scotland, based at Longmore House. This is a permanent and pensionable appointment. This position offers the ability to work from home at times however presence in the office will be required on a regular basis to ensure in person support for contacts for the CEO.

The Head of Chief Executive Office is responsible for leading and managing an executive support service that enables the Chief Executive, Executive Leadership Team and Board to fulfil their strategic management responsibilities and deliver the organisation priorities.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment, and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.



Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.
- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.

Overview of the post and information about the team

Drawing on your proven experience at a senior level, you will head up the Chief Executive's Office and provide support to the Chief Executive Officer (CEO), Chair, the HES Board and the Executive Leadership Team (ELT).

You will work across Historic Environment Scotland (HES) to synthesise information and will be a key point of contact with the Scottish Government. You need to be well networked internally and externally, take a flexible approach to tasks, and take a forward-facing view of senior level support, including advice on key issues. You will be required to find solutions to a range of issues and take people with you. This role is supported by a team of five with two direct reports and focusing this team is a key function.

Reporting to the CEO, you will be a key member of the HES Senior Leadership Forum; collaborating closely with staff and senior leaders across the organisation to lead the organisation to achieve its strategic vision.

Given the nature of the post you'll juggle multiple priorities and keeping everything running smoothly while upholding the highest standards. Every day will be an opportunity to make a positive impact on the work of the CEO and the wider organisation.

You will be relied upon to be confident, stay calm under pressure, thrive in a fast-paced environment and adopt a solution-based approach to problems. Discretion is essential, you will be required to handle sensitive and confidential information.

Presence in the office will be required on a regular basis to ensure in person support for contacts for the CEO.

Key responsibilities, duties and objectives

- Provide support with CEO Team to the Chair and Chief Executive, including planning and coordinating all Executive Leadership Team, Board Meetings, agendas, and papers, and maintaining excellent corporate governance.
- Lead engagement with Scottish Government Sponsor team, dealings with Ministers and Members of Scottish Parliament (MSPs), Scottish Parliamentary

- Work with Corporate Governance Manager on HES's approach to Corporate Governance.
- Develop, in collaboration with other Service Heads, and maintain partnerships and a cultural of collaborative working with internal and external stakeholders identifying strategic priorities and informing Chief Executive & HES Directors.
- Oversee the production of quality advice and briefing for external audiences such as Ministers, Scottish Government, SPQs and internal briefing for key events
- Ensure HES activity is carried out in line with our Scheme of Internal Delegation and Risk Register.
- Effective management of risk and allocated budget and ensure compliance with HES governance arrangements.
- Provide professional advice to Director, Chief Executive, HES Board and colleagues across service areas covered by this role.
- Lead, manage and motivate the CEO office team (5 colleagues) ensuring the team is well supported, trained and empowered.
- Develop and lead on communication activities, both externally and internally, regarding the activity, success and impact of activity led by the CEO, Board and ELT.

Questions (SPQs), briefings, Parliamentary activity and HES appearance at Parliamentary Committees and other reputational issues.

- Work with the Head of Strategy and Policy and Head of External Communications to develop a proactive Parliamentary Affairs approach and further horizon scanning work.
- Work closely with HES Legal Team in order to highlight future potential issues and projects, highlighting emerging issues with CE
- Lead the Business Managers Network to ensure effective cross organisation working to meet corporate requirements
- Responsible for team deliverables, human and budget resources
- Lead on specific projects, as necessary on behalf of the Chair, Directors and Chief Executive.
- Represent CE or Directors internally and externally as required

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

Management Competencies:

- Achieving results - Focusing on the delivery of objectives
- Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people.

Leadership Competencies:

- Strategic vision - Keeping an eye on the bigger picture and looking ahead

Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- A high level of interpersonal, communication and influencing skills both written and in person
- Political, economic and development knowledge.
- Experience and knowledge of SG and public sector.
- Experience and Knowledge of working in a multi-functional organisation
- Ability to consider broad sources of information and collate into a collective corporate view and interrogate further when necessary
- Experience in leading and working with diverse range of contacts at all levels of seniority with consistency of approach and respect
- Ability to manage multiple conflicting priorities
- Ability to think strategically with vision and creativity

Desirable requirements:

- Corporate Governance Knowledge
- A proven track record in building and partnerships and relationships to deliver services.
- Knowledge and experience of developing engagement and partnerships
- Facilitation skills



What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 5 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Please complete a statement of competence looking at the essential and desirable requirements of this role. Guidance on completing a statement of competence can be found in the 'Recruitment Guidance' document, also available at the above website, which we recommend that you read, in conjunction with this job description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Alison Turnbull, Director of External Relations and Partnerships via email at alison.turnbull@hes.scot

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources
Historic Environment Scotland